State of Delaware

ePay

Employee Packet

Key Points

- Password resets are performed Monday – Friday, 8:00 AM – 4:30 PM excluding State holidays.

- Secure self-service website with online access available 24 hours a day, 7 days a week.

- Unique Login ID and password

- A toll-free Call Center is available for login password resets

- View, save and print current advice or live paycheck data

- Preview current paycheck data prior to payday

- View a minimum 18-month history of prior advice or live paycheck data

- View current earnings, taxes, deductions, year-to-date totals, and direct deposit distribution of net pay

- Social Security Numbers and banking information are secure and do not appear on ePay

- **Important**: Employees must contact their Human Resource or Payroll Office with any questions regarding their specific pay data.

How to Access ePay

To view current advice and/or live paycheck data:

– Go to : **https://eapps.erp.delaware.gov**

– Enter **EMPL ID** (6 Digits) in *User ID* box

– Enter **Password** in *Password* box

– Click *Main Menu*

– Click *Self Service*

– Click *Payroll & Compensation*

– Click *View Paycheck* (wait for screen to load)

  • The page displays current advice or live paycheck data, See Sample on Page 4

You may view a minimum 18-month history of prior advice and/or live paycheck data:

– The current page displays past 8 Paychecks.

– To view more previous Paychecks, click right arrow in upper right corner:
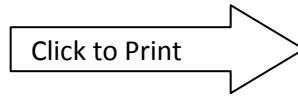
▼ Select Paycheck		Customize | Find | View All | ☒ | ☷ | Firs ◀ 1-8 of 65 ▶ Last
Check Date	**Company**	**Pay Begin Date** **Pay End Date** **Net Pay** **Paycheck Number**

Information For Employees with Multiple State Jobs

Earnings from individual jobs are not reflected separately. Earnings are summarized from **all** jobs by earnings type (Regular, Overtime, etc.) and by the hourly rate.

Earnings				
Description	**Hours**	**Rate**	**Amount**	**YTD Amount**
RegularPay	37.50	11.066667	415.00	415.00
EdSubPay	22.50	11.066667	249.00	249.00
Total:	**60.00**		**664.00**	**664.00**

Sample Paycheck View

Click to Print ⟶

View Paycheck

Christmas Carol

Printer Friendly

Company:
State of Delaware

Address:
820 Silver Lake Blvd,
Dover, DE 19904

Employee Personal & Job Information

Net Pay:	$1,158.96
Pay Begin Date:	02/01/2009
Pay End Date:	02/14/2009
Check Date:	04/01/2009

Click for History

View a Different Payment

General

Name:	Christmas Carol	**Business Unit:**	STDBU
Employee ID:		**Pay Group:**	State of Delaware
Address:		**Department:**	100202020 - Office of Mgmt & B
		Location:	Robbins Building
		Job Title:	State Accountant II
		Pay Rate:	$1,437.92 Biweekly

Tax Data

Fed Marital Status:	Married	**DE Marital Status:**	Married, joint return
Fed Allowances:	5	**DE Allowances:**	5
Fed Addl Percent:	0.000	**DE Addl Percent:**	0.000
Fed Addl Amount:	$0.00	**DE Addl Amount:**	$0.00

Net Pay

Paycheck Summary

	Gross Earnings	Fed/St Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,437.92	1,318.19	127.89	151.07	1,158.96
YTD	7,189.60	6,796.71	795.50	547.59	5,846.51

Totals

Earnings

Description	Hours	Rate	Amount	YTD Amount
RegularPay	75.00	19.172308	1,437.92	7,189.60
Total:	75.00		1,437.92	7,189.60

Taxes

Description	Amount	YTD Amount
Fed Withholdng	1.05	145.06
Fed MED/EE	19.63	99.07
Fed OASDI/EE	83.94	423.61
DE Withholdng	23.27	127.76
Total:	127.89	795.50

Before-Tax Deductions

Description	Amount	YTD Amount
RegPenCd	35.69	35.69
Medical BT	13.20	52.80
Dental BT	24.52	98.08
HltCareSp	46.32	206.32
Total:	119.73	392.89

After Tax Deductions

Description	Amount	YTD Amount
MINNLIFE	8.16	40.80
SupBen	21.18	105.90
UWay/SECC	2.00	8.00
Total:	31.34	154.70

Employer Paid Benefits

Description	Amount	YTD Amount
Medical BT	358.85	1,435.40
* Taxable		
Total:	358.85	1,435.40

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit		Checking	1,158.96

Advice Distribution

View a Different Payment

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Print and Save Instructions

Printing Pay Information

- ePay reduces printing costs for the State; if possible, print pay information at home.
- Protect personal pay information when printing on a shared printer. Pick up printed documents immediately.

- To Print ePay Advice/Check document

    - Option 1

        - Click *Printer Friendly* button
        - Click *Print Page* button
        - Click *Print* in the *Print* option window

    - Option 2

        - Click *File*
        - Click *Print* in the *Print* option window

Saving Pay Information

- Exercise caution to maintain confidentiality when saving pay information.
- Save to a personal computer **only.** Do not save to a shared computer.

- To Save ePay Advice/Check document

    - Click *File*
    - Click *Save As*
        - Opens *Save As* option window
    - Select *Save in* File (i.e., My Documents)
    - Select Save As Type: **Web Page, HTML only**
    - Click Save

Frequently Asked Questions

QUESTION:	ANSWER:
What is ePay?	A secure online electronic view of advice or live paycheck data.
What is my EMPL ID?	A six-digit employee identification number assigned by the State of Delaware.
Where do I find my EMPL ID?	Contact your Organizations' Human Resources or Payroll Office for assistance.
How do I access ePay to view my paycheck?	Instructions included in the Employee Packet, on the ePay Quick Reference Guide or the Employee wallet card.
Can I access the system from home?	Yes. ePay is available through secure online access 24 hours a day, 7 days a week.
When can I view my current advice or live paycheck data?	Paycheck data is available the Wednesday before a Friday payday.
What if I do not have access to a computer?	Contact your Organizations' Human Resources or Payroll Office for assistance or visit a local public library (see list on Page 9).
Who do I contact regarding my paycheck data?	Contact your Organizations' Human Resources and/or Payroll Office.
Who do I contact if my direct deposit is not posted to my account(s) on payday?	Contact your Organizations' Human Resources and/or Payroll Office.
How long will I be able to view my paycheck data online?	Online advice and live paycheck data will be available for a minimum of 18 months.
Can I save my advice or live paycheck data?	Yes! See Instructions on Page 6.
Who do I contact if ePay is unavailable online?	Contact your Organizations' Human Resources and/or Payroll Office.

QUESTION:	ANSWER:
Will assistance be available if I have questions about logging in or accessing my paycheck data online?	Yes, the toll-free **Call Center, 1-866-751-7833**, operates Monday – Friday from 8:00 a.m. – 4:30 p.m. for login assistance. Leave a Voice mail and your call will be responded within 24 hours.
What is a strong password?	A strong password is case sensitive and is a minimum of eight characters long with at least one westernized Arabic numeral (1,2,3,4,5,6, 7,8,9) and at least one non-numeric special character (>!@#$%^&*()?<) and upper or lower case alpha characters, and/or additional numeric and special characters. Passwords may not contain your EmplID).
Will my password automatically expire after a set number of days?	The system prompts you to reset your password every 90 days.
Will the system lock me out if I enter the wrong password?	The system locks the user account after three incorrect password attempts. If this happens contact the Call Center **1-866-751-7833**.
Can anyone else access my paycheck data or see my pay information?	Access is employee-specific and only available to you. Protect your confidential pay data; do not share your login information with anyone. As always, your Human Resources and Payroll Offices have system access to your pay data.

Delaware Public Library List

Public Library	Address	City	Phone
Appoquinimink Public Library	651 North Broad Street	Middletown	378-5588
Bear Library	101 Governors Place	Bear	838-3300
Biblioteca del Pueblo	403 North Van Buren Street	Wilmington	571-7422
Brandywine Hundred Library	1300 Foulk Road	Wilmington	477-3150
Bridgeville Public Library	210 Market Street	Bridgeville	337-7401
Claymont Library	3303 Green Street	Claymont	798-4164
Corbit-Calloway Memorial Library	115 High Street	Odessa	378-8838
Delaware City Library	P.O. Box 541, 250 Fifth Street	Delaware City	834-4148
Delmar Public Library	101 North Bi-State Blvd	Delmar	846-9894
Dover Public Library	45 South State Street	Dover	736-7030
Elsmere Public Library	30 Spruce Avenue	Wilmington	892-9814
Frankford Public Library	8 Main Street	Frankford	732-9351
Georgetown Public Library	10 West Pine Street	Georgetown	856-7958
Greenwood Public Library	Mill Street	Greenwood	349-5309
Harrington Public Library	110 Center Street	Harrington	398-4647
Hockessin Library	1023 Valley Road	Hockessin	239-5160
Kent County Library	2319 South DuPont Highway	Dover	698-6440
Laurel Public Library	101 East Fourth Street	Laurel	875-3184
Lewes Public Library	111 Adams Avenue	Lewes	645-2733
Milford Public Library	11 S. East Front Street	Milford	422-8996
Millsboro Public Library	217 W. State Street	Millsboro	934-8743
Milton Public Library	121 Union Street	Milton	684-8856
New Castle Public Library	424 Delaware Street	New Castle	328-1995
Newark Free Library	750 Library Avenue	Newark	731-7550
North Wilmington Branch	3400 North Market Street	Wilmington	761-4290
Rehoboth Beach Library	226 Rehoboth Avenue	Rehoboth Beach	227-8044
Seaford District Library	402 North Porter Street	Seaford	629-2524
Selbyville Public Library	11 Main & McCabe Streets	Selbyville	436-8195
Smyrna Public Library	107 South Main Street	Smyrna	653-4579
South Coastal Library	43 Kent Avenue	Bethany Beach	539-5231
Wilmington Public Library	10 East 10th Street	Wilmington	571-7400
Woodlawn Library	2020 West 9th Street	Wilmington	571-7425

Revised: 12-12-12